

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SAFEFGUARDING POLICY CHECKLIST** | | | | |
| **This checklist has been created to make it easy for you to develop a safeguarding policy for your organisation, and/or to review your existing policy in line with Oxfordshire Safeguarding Children Board policies and procedures.** | | | | |
| Name of Agency/Organisation: | | | | |
| Authors Name:  Telephone Number:  Email: | | | | |
| Date of Completion: | Date of Review: | | | |
|  | | | | |
| **Have you taken the following areas into consideration?** | | YES | NO | N/A |
| * **Opening Child Protection Policy Statement/Introduction**   *This should include:*   * *the name of your organisation* * *a statement setting out the organisation's commitment to protecting all children* * *equality statement setting out the organisations commitment to anti-discriminatory practice, explicitly recognising the additional needs of some children and the barriers they may face, e;g disability, communication* | |  |  |  |
| * **Legal framework** * *Briefly state the main law and guidance that supports the policy (see the OSCB template for advice on this)* * *Be clear who the policy applies to* | |  |  |  |
| * **Organisational Policies and Procedures** * *Consider how this policy links up with other policies and procedures* * *Provide links to other relevant organisational policies and procedures; e.g safer recruitment, recording and information sharing, health and safety.* * *Tailor your policy and procedures to suit the needs of your organisation.* | |  |  |  |
| * **Purpose of policy** * *State what the organisation will do to keep children safe and respond to concerns* | |  |  |  |
| * **Roles and Responsibilities**   *This should include:*   * *A brief overview of the individual roles and responsibilities of all staff working on behalf of the organisation* * *Name and contact details of designated safeguarding lead and deputy.* * *Management Committee responsibility* | |  |  |  |
| * **Safe recruitment** * *Include a statement on safer recruitment* * *Link/reference to safer recruitment policy and procedures.* | |  |  |  |
| * **Monitoring and review**   *This should include:*   * *Staff access to policy* * *How organisation will ensure staff have read and understand policy* * *Frequency of review and update* * *Link/reference to self-assessment* | |  |  |  |
| * **Document Control/History** * *Date policy came into force and version history* | |  |  |  |
|  | | | | |
| * **Appendix A: Child Protection and Safeguarding Procedures** | | | | |
| * **Supporting children** * *Guidance for staff responding to reports from children* | |  |  |  |
| * **Confidentiality and information sharing** * *Guidance for staff on responsibilities regarding confidentiality* * *Links to relevant organisational policies and procedures e.g confidentiality, data protection and information sharing* | |  |  |  |
| * **Supporting Staff** * *Statement on organisations commitment to supporting staff* * *Link to relevant organisational policies and procedure, e.g training, supervision and support* | |  |  |  |
| **What to do if you are concerned about a child**   * If you have immediate concerns about a child * If you are unsure whether to make a referral * If concerns relate to an open case * If there is an allegation against a staff member | |  | | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| * **Whistleblowing** * *Statement on responsibilities in relation to whistleblowing* * *Link to organisations whistleblowing policy* | |  |  |  |
|  | | | | |
| * **Appendix B: Definitions and Indicators of Abuse** * *Guidance on the different forms of abuse children may experience and possible signs and symptoms.* | | | | |
|  | | | | |